

Retention and Classification Report

Agency: South Weber (Utah) (1139)

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South Weber, UT 84405
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Records Officer Thomas Smith

27851	Board of Adjustment meeting minutes and agenda
27855	City council meeting minutes and agendas
27853	City ordinances
27852	Planning Commission meeting minutes and agenda
27854	Resolutions

AGENCY: South Weber (Utah)

SERIES: 27851

3

TITLE: Board of Adjustment meeting minutes and agenda

DATES: 1955-

ARRANGEMENT: Chronological

DESCRIPTION:

These minutes document all meetings of the Board of Adjustment. The board consists of "five members and whatever alternate members that the chief executive officer considers appropriate" (UCA 10-9-701(2)(a) (1997)). The duties of the Board of Adjustment are to hear and decide on "appeals from zoning decisions applying the zoning ordinance; special exceptions to the terms of the zoning ordinance; and variances from the terms of the zoning ordinance" (UCA 10-9-703(1) (1997)). The minutes are used to document requests, discussions, and decisions of the Board.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

AGENCY: South Weber (Utah)

SERIES: 27851

TITLE: Board of Adjustment meeting minutes and agenda

(continued)

APPRAISAL:

Historical
Minutes have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Weber (Utah)

SERIES: 27855

3

TITLE: City council meeting minutes and agendas

DATES: 1944-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They also include an official agenda.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/10/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State

AGENCY: South Weber (Utah)

SERIES: 27855

TITLE: City council meeting minutes and agendas

(continued)

Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Historical Legal

Minutes document the decisions and actions of the city council and have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Weber (Utah)

SERIES: 27853

3

TITLE: City ordinances

DATES: 1973-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

Ordinances are the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/11/2012

FORMAT MANAGEMENT:

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Digital image: Retain in Office permanently.

AGENCY: South Weber (Utah)

SERIES: 27853

TITLE: City ordinances

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: South Weber (Utah)

SERIES: 27852

3

TITLE: Planning Commission meeting minutes and agenda

DATES: 1955-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are minutes of meetings and hearings held by the planning commission. "Each municipality may enact an ordinance establishing a planning commission" (UCA 10-9-201(1)(a)(1997)). A municipal planning commission shall "prepare and recommend a general plan and amendments to the general plan; recommend zoning ordinances and maps, amendments to zoning ordinances and maps; administer provisions of the zoning ordinance; recommend subdivision regulations and amendments to those regulations; recommend approval or denial of subdivision applications; advise the legislative body of matters as the legislative body directs; hear or decide any matters that the legislative body designates, including the approval or denial of, or recommendations to approve or deny, conditional use permits; exercise any other powers that are necessary to enable it to perform or function, or delegated to it by the legislative body" (UCA 10-9-204 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then transfer to State

AGENCY: South Weber (Utah)

SERIES: 27852

TITLE: Planning Commission meeting minutes and agenda

(continued)

Records Center. Retain in State Records Center for 100 years and then transfer to State Archives with authority to weed.

Digital image: Retain in Office permanently.

APPRAISAL:

Historical

Minutes have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: South Weber (Utah)

SERIES: 27854

3

TITLE: Resolutions

DATES: 1974-

ARRANGEMENT: Numerical by resolution number which is also chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 01/11/2012

FORMAT MANAGEMENT:

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AGENCY: South Weber (Utah)

SERIES: 27854

TITLE: Resolutions

(continued)

APPRAISAL:

Historical Legal
Resolutions have ongoing research value.

PRIMARY CLASSIFICATION:

Public